

**Exhibitor Information and Prize Giveaway Form**

**Program**

UPCEA wants you to join the community and participate in these innovative sessions. Learn firsthand from potential customer’s challenges, strategies and new developments in their institutions.

<http://conferences.upcea.edu/annual2015/program.html>

**Exhibit Hours and Activities**

*Exhibit Hall: Renaissance Ballroom, Ballroom Level*

Exhibitors are not required to staff their booth the entire time. Below are the exhibit hours; suggested times to staff your booth are italicized.

**MONDAY, March 30**

12:00 PM – 5:00 PM Exhibitor Setup

*6:00 – 8:00 PM Opening Reception in Exhibit Hall*

**TUESDAY, March 31**

8:00 AM – 4:45 PM Exhibit Hall Open

*10:15 – 10:45 AM Coffee with Exhibitors (AM Break)*

*3:15 – 3:45 PM Coffee with Exhibitors (PM Break)*

**WEDNESDAY, April 1**

8:00 – 11:00 AM Exhibit Hall open

*10:30 – 11:00 AM Coffee with Exhibitors (AM Break) and Prize Giveaways!*

11:00 AM – 2:00 PM Exhibit Hall Dismantle

**Passport Card**, each attendee will have a passport card in their conference bag. To qualify for the UPCEA grand prize attendees must gather 10 exhibitor signatures. While talking to attendees make sure you sign their passport!

**Prizes and Giveaways,** exhibitors are welcome to collect attendee information/business cards and giveaway prizes at their booths during the show. On Wednesday, April 1 from 10:30-11:00 am UCPEA will announce the grand prize at the UPCEA booth. If you have a prize to announce you may provide UPCEA with the prize and winner name by 9:30 am on Wednesday morning to announce. Please complete the prize form below and turn into the UPCEA booth by 9:30 am.

**Attendee List**

The attendee list will be sent out by 12 pm on March 10; March 9, 2015 is the second early bird deadline.

**Location**

Renaissance Washington, DC Downtown Hotel

999 Ninth Street NW

Washington, DC 20001



**Exhibitor Prize Giveaway Form**

*Only one form and one prize per exhibiting company. Please complete and drop off at the UPCEA booth by 9:30 am on Wednesday, April 1*

Exhibitor Name:

Booth Number:

\*Exhibitor Contact Name:

\*Exhibitor Contact Email:

Prize Description (ex. Ipad):

\*\*Prize Winner Name:

*\*UPCEA will provide the winner with this information so they can contact you if needed*

*\*\*If winner is not present to accept prize UPCEA will return this form and prize to exhibitor booth. UPCEA is not responsible for holding prizes or contacting winner to retrieve their prize.*